



HR Manager/ Business Partner

Job Information

Recruiter

PEAK Recruitment Japan K.K.

Job ID

1613013

Industry

Asset Management

Company Type

Small/Medium Company (300 employees or less) - International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

9 million yen ~ 12 million yen

Refreshed

September 17th, 2026 11:15

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

Associate Degree/Diploma

Visa Status

Permission to work in Japan required

Job Description

Position Overview

We are looking for an experienced **HR Manager / HR Business Partner** to support the continued growth of the Japan business.

This is a hands-on and commercially focused HR role, with **recruitment as a key priority**. The successful candidate will partner closely with the **Country Head and Business Unit leaders** to support organizational growth, while also overseeing HR operations, payroll, and employee-related matters.

The role will also have significant responsibility for the company's **Hokkaido operations**, including recruitment and on-site HRBP support. As a result, **willingness and ability to travel regularly to Hokkaido is essential**.

The successful candidate will also work closely with the company's **international headquarters**, making strong written and spoken English communication skills essential.

Key Responsibilities

1. Recruitment & Talent Acquisition

- Lead and manage end-to-end recruitment activities across the Japan business.
- Partner with the Country Head and Business Unit leaders to understand hiring needs and develop effective recruitment strategies.
- Manage recruitment for both corporate and operational positions, including roles supporting the Hokkaido business.
- Work with internal stakeholders and external recruitment agencies to identify and attract high-quality talent.
- Develop effective sourcing strategies and continuously improve the recruitment process and candidate experience.
- Support workforce planning and proactively identify future talent requirements.

2. HR Business Partnering

- Act as a trusted HR partner to the Country Head and Business Unit leaders.
- Provide HR guidance and support across the employee lifecycle, including organizational development, performance management, employee relations, and talent management.
- Partner with business leaders to understand business priorities and translate them into practical HR initiatives.
- Support organizational growth, change management, and employee engagement initiatives.
- Provide HR insights and recommendations to management based on business and people data.

3. Hokkaido HR Support

- Take responsibility for HR support for the Hokkaido operation, including recruitment, onboarding, employee relations, and general HR matters.
- Partner with local management to ensure effective workforce planning and staffing.
- Provide hands-on HRBP support to employees and managers on-site.
- Travel regularly to Hokkaido as required to support the operation and business leaders.

4. HR Operations & Payroll

- Oversee day-to-day HR operations for the Japan business.
- Manage and coordinate monthly payroll processes with internal and external stakeholders.
- Ensure accurate and timely HR administration and employee data management.
- Support employment contracts, onboarding/offboarding, benefits, attendance management, and other HR-related processes.
- Ensure HR policies and practices are appropriately implemented and aligned with Japanese regulations and company requirements.

5. International Collaboration

- Work closely with the international headquarters and regional HR teams.
- Communicate Japan HR matters, business needs, and people-related issues clearly to international stakeholders.
- Participate in global and regional HR initiatives and implement relevant programs locally.
- Prepare and communicate HR information and reports in English.

Required Skills

- 5+ years of HR experience, ideally combining **HRBP, HR operations, and recruitment** responsibilities.
- Strong hands-on recruitment experience with the ability to manage multiple hiring priorities.
- Experience partnering directly with senior business leaders and/or country management.
- Experience with payroll and general HR operations in Japan.
- Strong understanding of Japanese employment practices and HR processes.
- Excellent written and spoken **English communication skills**.
- Experience working with an international headquarters, regional HR team, or multinational organization.
- Strong stakeholder management and communication skills.
- A proactive, hands-on approach with the ability to operate independently in a growing business.

Company Description